UNITED STATES BANKRUPTCY COURT REQUEST FORM FOR PHOTOCOPIES OF COURT CASES TO BE RETURNED BY FACSIMILE OR MAIL

FROM THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION MID-ATLANTIC REGION, PHILADELPHIA

ORDERS WILL NOT BE TAKEN BY PHONE.	Fax your request to: Office of Regional Records Services
Requester:Address:	
FAX:	
Phone:	Expiration:
STEP 1: CAS	SE INFORMATION
	our case was filed and closed. Without ALL of the information listed
below, our staff will not be able to locate your records.	var case was fried and crossed. Without 1222 of the information listed
CASE FILE NUMBER:	
CASE FILE NAME:	
FRC ACCESSION NUMBER:	
FRC LOCATION NUMBER:	
AGENCY BOX NUMBER:	
STEP 2: REQU	UEST INFORMATION
Please select either the package or the entire case. (Note -	
Facsimile or Mail Request	
() PACKAGE \$10.00	
() ENTIRE CASE \$35.00	
() Check for Certified Photocopies \$10.00	(Available on Mail Returns only.)
	Package includes: The discharge, certain schedules, and the original - Remaining copies can be completed for an additional charge at the ges).
() On - Site Review of Case (Please telephone 24 h	nours in advance for appointment).
	VES AND RECORDS ADMINISTRATION STAFF************
NARA SEARCHER'S INITIALS	DATE SEARCHED:

SEARCHER'S REMARKS

TO AVOID DELAYS REQUESTERS MUST FOLLOW THESE INSTRUCTIONS:

INDIVIDUAL BANKRUPTCY PACKAGE

The **Bankruptcy PACKAGE** is reserved for individual bankruptcy cases only (no business or adversary cases). The PACKAGE consists of the following documents:

- 1. The Order of Discharge, Order of Dismissal, or Final Decree
- 2. The debtor's Voluntary Petition
- 3. Summary of debts and property (assets)
- 4. Creditors holding unsecured non-priority claims, which are designated as schedules A1, A2, and A3, respectively in the old Bankruptcy forms or schedules E, D, and F on the revised forms.

ONLY THESE FORMS WILL BE SENT AT THIS OPTION. NOTE: Some Bankruptcy Case Files do not contain all of the documents listed above. If you choose the PACKAGE, you will receive copies of the documents listed above that are found to be filed in the case file and a list of the documents that are missing. All questions concerning file content should be directed to the appropriate Bankruptcy Court.

Facsimile or Mail \$10.00

Certification (optional) \$10.00

(Total \$20.00)

ENTIRE BANKRUPTCY CASE FILE

The **Entire Bankruptcy Case File Option** includes the entire contents of the file (a maximum of 70 pages can be faxed or a maximum of 100 pages for photocopies). This package includes individual and business-related, or adversary, bankruptcy cases. If the case file exceeds the above limits, the requester will be notified. Per fax and per copy charges are available in such an event.

Facsimile or Mail \$35.00

Certification \$10.00

(Total \$45.00)

PER IMAGE CHARGES

Faxes will be sent up to the limit specified as 70. Additional can be obtained at \$0.50 per page.

Photocopies will be made to the limit of 100 pages. Additional copies can be obtained at \$0.50 each. All requests for more than 70 pages will be sent by mail at our expense unless you wish to expedite delivery at your expense. *This will be provided by First Class mail only*.

Maximum number of copies FAXED is 70. Maximum number of pages to be copied is 100.

STEP 3:

SUBMIT REQUEST

Payment of Fees:

Payment for services **must** be made at the time of the initial submission of the request.

Requests transmitted by facsimile must be paid for with credit card; the account number to be provided on the front of this form. The Federal Records Center accepts VISA, MASTERCARD, Discover, NOVUS, and American Express.

For all other services, the Office of Regional Records Services accepts cash, VISA, MASTERCARD, Discover, NOVUS, American Express, money orders, pre-printed personal checks (no starter checks accepted). Checks should be made out to: **The National Archives Trust Fund Board.**

Fax request or submit original request by mail (USPS) or common courier to:

NARA

Office of Regional Records Services Facsimile Number

(215) 671-8001

Mid-Atlantic Region

14700 Townsend Road

Philadelphia, Pennsylvania 19154

YOUR REQUEST AND ANY FEES SUBMITTED, WILL BE RETURNED IF:

- a. The information supplied in **STEP 1** is incorrect, or incomplete.
- b. The name of the case file **does not** match the name requested.
- c. You fail to enclose a check, or money order, OR if the amount is incorrect.
- d. If the personal or business check submitted is not signed.
- e. Authorization **cannot** be obtained for the credit card number supplied.

For further information call (215) 671-8241 (Monday through Friday, 7:30 a.m. to 3:30 p.m.)

Requests will be processed (file retrieved, documents identified, copies made) and sent out (faxed or mailed) within three (3) business days of receipt of request.

PLEASE CHECK FACSIMILE REPORTS TO CONFIRM NARA RECEIPT OF FAXED REQUESTS. DO NOT TELEPHONE NARA STAFF IN ORDER TO CONFIRM TRANSMISSION RECEPTION OF FACSIMILE REQUESTS. THIS SLOWS SUBMITTAL TO SEARCHERS AND CAUSES UNNECESSARY DELAYS IN HANDLING REQUESTS.